

MINUTES OF MAY 3, 2022 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
ZOOM AND 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear. The meeting was called to order at 7:00pm and roll was called.

Committee Members present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner  
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Bobby Collins, Director of Recreation and Facilities  
John Cutrera, Director of Finance and HR  
Kyle Kuhs, Director of Parks and Planning  
Erin Classen, Supt. of Marketing and Communications  
Becky Moore, HR Manager

Members of the Public in attendance who signed in or spoke: There was no one from the public in attendance.

Matters from the Public: There was no one from the public wishing to speak.

Presentation on the Employee Survey: Executive Director Sheppard indicated that the survey was given through Survey Monkey and a majority of the survey questions were the same as last year for benchmarking purposes.

Director Cutrera and Manager Moore gave a presentation on the results of the 2022 Employee Survey. Successful areas, areas with room for improvement, next steps, and areas of action were reviewed. Overall, the survey showed that Glencoe Park District is an excellent place to work. Areas for improvement included communication, hire qualified staff, invest in IT/software, and offer more training opportunities. These areas will be brainstormed by staff and leadership. The results will be disseminated to all staff including a manager's meeting on May 11, Friday Update, copies in staff breakrooms, and on our staff information system. Employee appreciation, merit increases, and training opportunity efforts were reviewed.

Discussion ensued and staff answered commissioner questions including 60% of ELC and Children's Circle staff filled out the survey versus 50% of administrative staff, positive survey results may be reflective of the questions wording, COVID stress and workload, and District and Glencoe Family Service mental health support opportunities.

Director Collins indicated staff are optimistic for seasonal staff hiring. Recruitment was reviewed. Early childhood large waitlists will remain until the staffing crisis is over. Children's Circle hours will likely be reduced to a 5:30pm pick up time. We are giving incentive swag to returning seasonal staff based on years worked, bonuses to work to the end of the season, and recruitment bonus. Wages and loss of staff to other opportunities or gas prices were reviewed.

Other Business: Director Kuhs gave project updates as follows. Annual beach and boathouse maintenance are ongoing. The beach house windows are set to go to bid in June with a fall project start date. The pier's reinforcement, concrete forms, and welding were completed yesterday. The concrete pour is scheduled for next week, weather dependent. Next steps will be concrete stamping, curing, tinting, and sealing. The railings will be painted and installed, followed by installation of the benches and lights. The project is scheduled to be done by Memorial Day.

The Watts renovation project reports were submitted to IDNR and the project plans submitted to the Village for permitting. The bid was posted with the opening scheduled for May 13. Kids Club will be held at a school during renovations, likely South School.

Wight and Company is working on a gas kiln and design for ceramics. The biggest challenge will be lead times for the kiln itself.

Executive Director Sheppard indicated that due to the bid project approval, the May 17 regular Board meeting will be rescheduled to May 24 via Zoom. The Committee of the Whole meeting will be moved to June 14 for the annual park tour. Both meetings will start at 6:30pm.

President Brooks, who is the Park District representative on the Village Plan Commission, indicated that Mr. Cummins sent an email reviewed during the Plan Commission meeting where Brooks had to vocalize that his email mischaracterized the position of the Park District and the events that led to our decision. A Plan Commission member was displeased with the District for not approving the easement which would have made their business much easier. She was able to clear up one point that the Park District, as the primary neighbor, was not included in easement discussions until two-thirds of the way through the planning. Brooks did vote to approve the variance based on its merits. Mr. Cummins is now addressing if the District will allow for an additional easement for utilities. The Board previously gave approval for the utilities easement in the current utilities placement. The District will inform Mr. Cummins that the District will approve the utilities easement. All expenses for this action will be paid for by the applicant including legal fees, engineering, and previous legal expenses regarding research for a previous easement, of which there was not one. Staff answered commissioner questions.

Adjourn: Commissioner Spain moved to adjourn the meeting at 8:11pm. Commissioner Schneider seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary